



JOB DESCRIPTION

Senior Maintenance Worker

Date Prepared: August, 2016

SUMMARY: Under limited supervision, performs various City infrastructure semi-skilled and unskilled maintenance and repair tasks. Work responsibilities may extend to providing work direction and training to less experienced maintenance crew members.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform skilled special project work including plumbing, electrical, drywall, roofing, construction, and HVAC system troubleshooting.
- Generate construction drawings, obtain construction permits, build and construct new office areas.
- Calculate and adjust chemicals for the City's pool, maintain the pool for aquatic events, and monitor pool equipment.
- Operate various motorized equipment and vehicles.
- Operate light to heavy equipment, spreader boxes, loaders, jackhammers, pavement breakers, emulsion sprayers and backhoes; use concrete cutting and breaking equipment.
- Perform concrete and asphalt repair work; repair streets, sidewalks, and American with Disabilities Act (ADA) handicap ramps; conduct crack seals and crack repairs of streets.
- Maintain sewer pipes, laterals, and man holes; perform welding repairs; maintain and repair pump stations; clean sewers and storm drains; perform traffic control by setting up a traffic control plan; clean catch basins and storm drains.
- Perform weed abatement; remove weeds and trash; remove graffiti from walls, signs, sidewalks, and streets; maintain bus shelters.
- Maintain and repair electrical, plumbing, irrigation systems, and equipment.
- Perform tree trimming, plant trees, cultivate and trim water landscaped areas; aerate, fertilize, and seed parks.
- Paint buildings, benches, picnic tables, and other park structures.
- Perform traffic paint markings, install and maintain traffic signs, and perform legend removal.
- Design, create, and install traffic signs; order materials to manufacture signs.
- Prepare estimates of materials and equipment; procure tools, equipment, materials, and supplies for work projects; maintain a variety work records including inventories of materials and supplies.
- Clean parks facilities; prep ball fields; perform weed and fertilizer applications; inspect playgrounds and make repairs; maintenance and repairs of the City's golf course, as needed.
- Sweep paved areas; keep trash from condemnation of run off to rivers and lakes.
- Grade shoulders, ditches, and unpaved roads; clean drains to prevent flooding and pollution.
- Assist in the preparation and implementation of Traffic Control Plans (TCP) and devices.
- Operate, maintain, and repair traffic control equipment.

- May lead a small crew.
- Attend a variety of meetings including employee safety meetings and training sessions.
- Assist with City special event setup.
- May serve on-call Standby for after hours and emergency situations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND two years public works maintenance and repair operations, irrigation system and repair operations, traffic control, facilities maintenance, grounds maintenance, or striping operations experience.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Construction, maintenance and repair practices and methods.
- Public works construction and maintenance operations.
- Public Works practices, methods, tools, materials, and equipment.
- Plumbing and electrical systems maintenance and repair.
- Irrigation systems maintenance and repair.
- Welding practices and methods.
- Striping equipment and operations.
- City building codes.
- Employee safety practices and Flagger safety training.
- Sanitary sewer systems and operations.
- Right of way and road shoulder maintenance.
- Herbicides and pesticide application procedures.
- Plants and trees, including tree removal methods.
- Operation of motorized construction and maintenance equipment.
- Construction and sewer/drain maintenance practices and procedures.
- Storm drain, sewer line, and lift station operations and maintenance.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools, motorized equipment, and vehicles.
- Calculating materials and supplies for projects.
- Maintaining basic written records.
- Interpreting and understanding construction plans and blueprints.
- Time management.
- Attention to detail.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contractors, external public agencies, schools, utilities and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class “C” driver’s license.
- May require possession of a valid California Class “A” or “B” Commercial driver’s license with endorsements within nine months of employment.
- May require an Applicator certification; Pool Operator certification; Playground Safety Inspector

certification; Flagger certification; Confined Space Entry certification; Hazardous Materials certification; or Forklift Operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches and in confined spaces. May be required to stand and/or walk, stoop and bend for long periods of time. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date